



CONVENTIONAL Submission Checklist

Borrower's Name:

Brokers Name/ Branch #:

RESPA Disclosures

- Initial Loan Estimate (LE)
- Initial Fees Worksheet
- Written Service Provider List with estimated fees
- Intent to Proceed
- Change of Circumstance (if applicable at initial submission) with matching disclosures

Borrower

- Initial 1003
- Social Security Card
- Driver's License
- SSA-89
- Lock Confirmation
- LDP/GSA
- SWFundingTPO submission form

Credit

- Credit report with credit scores matching the AUS
- VOM/VOR
- Payoff or mortgage statement (if refinance)
- Letter of Explanation: inquiries within the past 120 days/document any new debt
- Divorce decree/child support order
- Lease or Mortgage Statement on current residence if not being sold

Credit Approval/Underwriting

- AUS Findings with credit scores matching the credit report and assigned to Southwest Funding as Lender



Income

- VOE – written for each borrower
- Paystubs to cover most recent 30 days YTD
- W2 wage earners: W2 / 1099 for most recent two years
- W2 wage earners: W2 transcripts for most recent two years
- Self-employed: most recent two years tax returns, all schedules
- Self-employed: tax transcripts for most recent two years
- Self-employed: current Profit and Loss statement
- Income calculation worksheet
- Search engine business page with name, address, and telephone number of all current employers
- Fully completed 4506C for Personal and Business (if self-employed)

Assets

- Bank/Asset statement for most recent two months (or quarterly)
- Letter of Explanation for cash to close and/or reserves
- Letter of Explanation for any large deposits per Agency guidelines
- Gift letter/copy of check/proof of withdrawal and deposit
- Cancelled earnest money check
- Contract on current home, or Closing Disclosure/HUD-1 if already sold

Property

- Signed purchase agreement with all addenda
- Septic inspection and well water test, if applicable
- Condo questionnaire, completed, if applicable
- New construction documents
- Survey, if applicable
- USPS website address confirmation
- Original Note from previous transactions (Refi Only)

Title

- Preliminary title work with 12 months chain of Title & Preliminary Closing Disclosure/HUD-1
- Wiring instructions
- ICPL

Insurance

- Homeowners insurance (condo requires interior and exterior coverage)
- Flood insurance, if property is in flood zone

Appraisal

- Appraisal report and Invoice
- Appraiser's license
- Appraiser's E&O
- UCDP for Fannie and/or Freddie